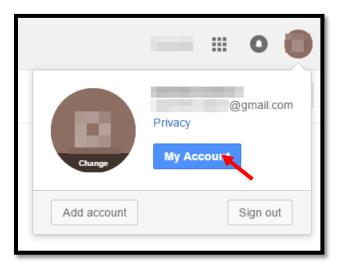
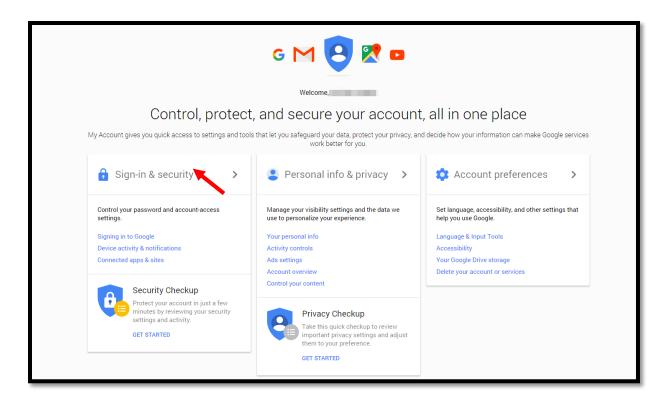


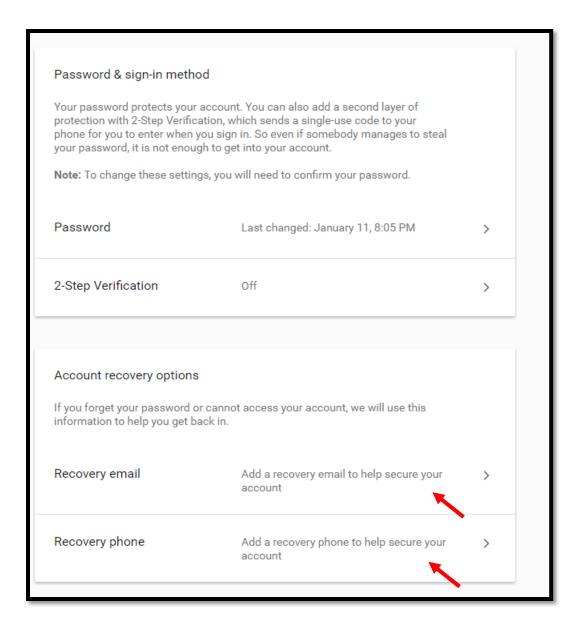
After signing into Google select the avatar image in the upper right corner.



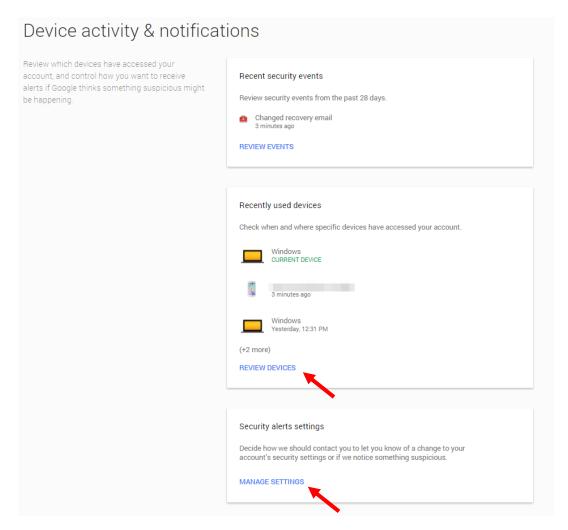
Select "My Account"



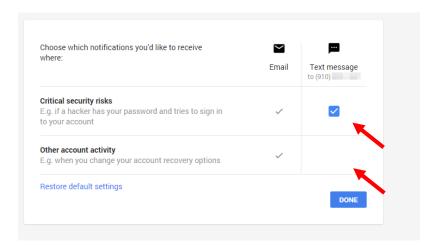
Select "sign-in & security"



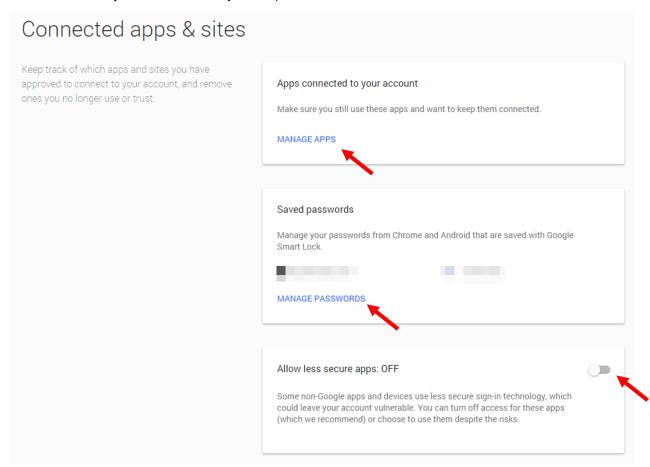
This section will allow you to see when you last reset your password. It is important to change your password frequently and use strong passwords. It also allows 2-step verification, however, it is recommended that you do not associate your cell phone number with your email. This will also give you the option to see your recovery email and recovery phone number. You can make changes to these options from this page.



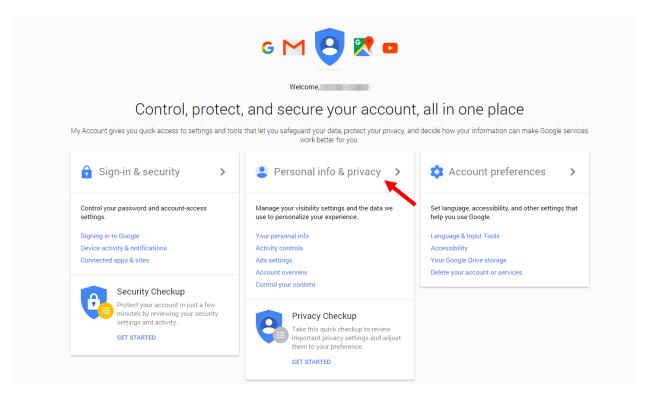
Keep scrolling down to review Device activity & notifications. This section allows you to review recent security events, recently used devices, and your security alert settings. If you notice that there is an unrecognized device logged into your account, you can click on "review devices" and turn off access to that device. If you would like to update how Google alerts you to potential security issues, select "Manage Settings".



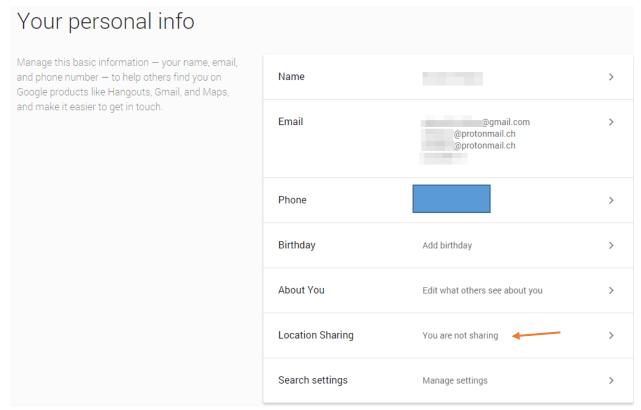
This page will allow you to decide if Google emails your or texts you to alert you to security issues. It is recommended that you do not associate your cell phone with the account.



Return to "Sign-in & Security" and scroll down to "Connected apps & sites". Select "Manage Apps" to review any apps that you have allowed to access your account. Select "Saved Passwords" to manage what pages you have given Google permission to save your passwords. It is recommended that you do **not** passwords. Always make sure to keep "Allow less secure apps" "OFF".



Return to the My Account page and select "Personal info & privacy"



[&]quot;Your personal info" shows various data points around your account. It is recommended that you provide as little information as possible.

Here, it is also recommended that you turn off the location sharing feature.

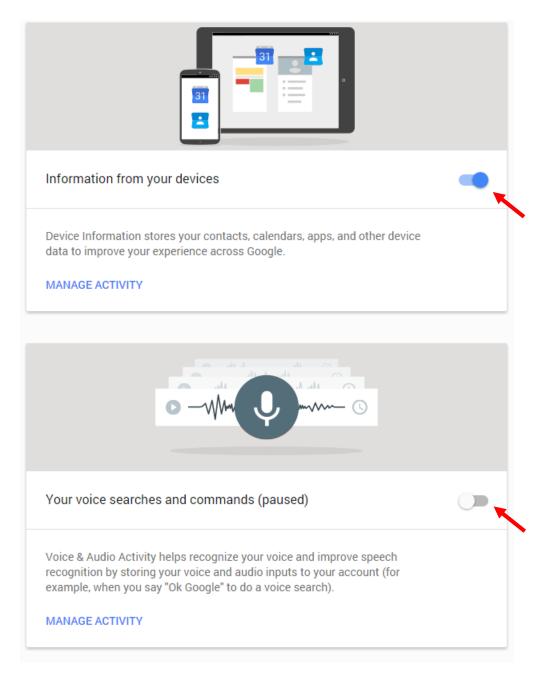
Activity controls From better commute options in Maps to quicker results in Search, the data we save with your account can make Google services a lot more useful to you. Here are your controls for managing this data and editing your activity. Your searches and browsing activity (paused) Web & App Activity makes searches faster and enables customized experiences in Search, Maps, Now, and other Google products. Include history from Chrome and other apps in your Web & App Activity. (Why?) MANAGE ACTIVITY

Scroll down to "Activity Controls". By pausing "Your searches and browsing activity", you prevent Google from archiving your searches. By pausing "Places you go", you prevent Google from utilizing location services on your devices to develop a map of your most frequent locations.

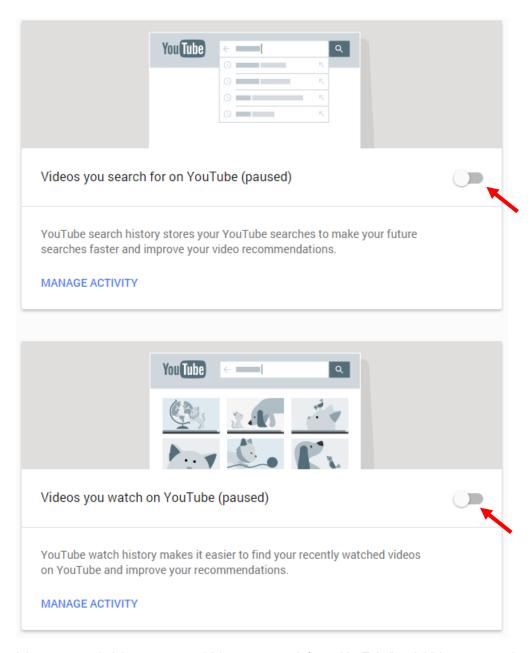
MANAGE ACTIVITY

Places you go (paused)

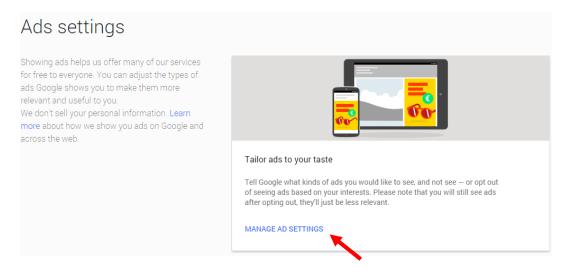
Location History creates a private map of where you go with your signed-in devices in order to provide improved map searches, commute routes, and



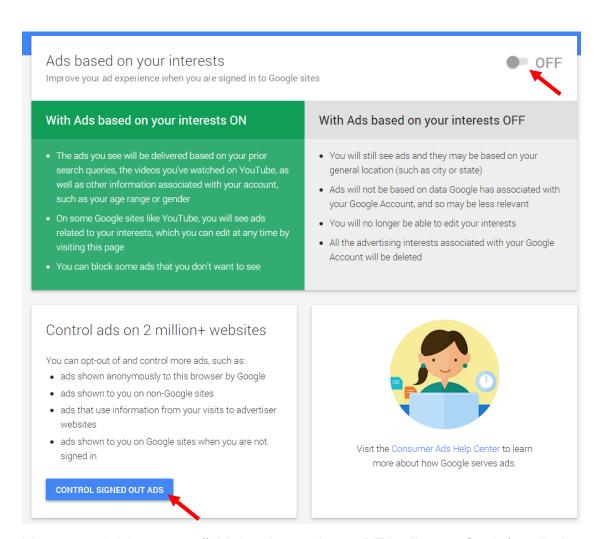
Continue to scroll down. "Information from your devices" allows Google to sync your contacts, calendars, and apps across your devices. Pausing this is optional, but doing so will prevent various apps, such as your calendar from syncing across your devices. It is recommended that you pause "Your voice searches and commands". This will prevent Google from archiving your voice searches.



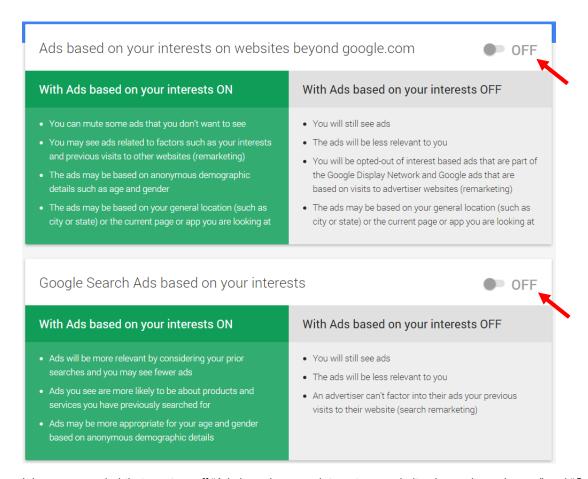
It is recommended that you pause "Videos you search for on YouTube" and "Videos you watch on YouTube". This will prevent others from seeing your search and watch history on Google.



Scroll down to "Ad settings" and select "Manage ad settings".

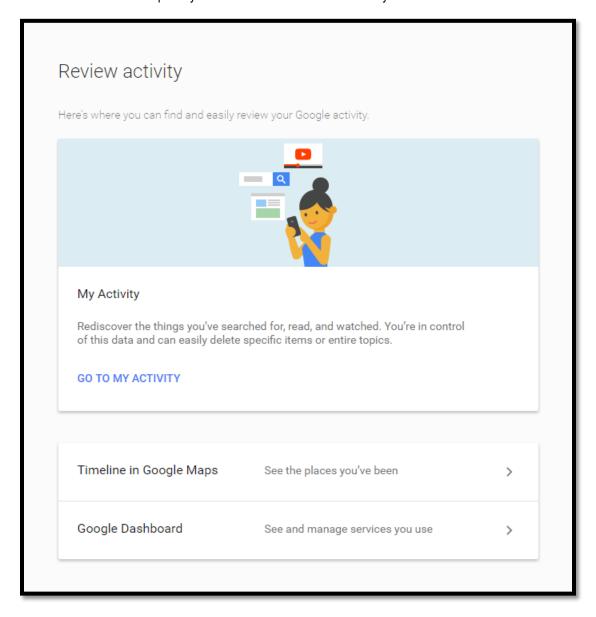


It is recommended that you turn off "Ads based on your interests". This will prevent Google from allowing marketers to utilize your search queries to target you with advertisements. Then select "control signed out ads"



It is recommended that you turn off "Ads based on your interests on websites beyond google.com" and "Google Search Ads based on your interests. This will prevent Google and its affiliates from turning you into the product.

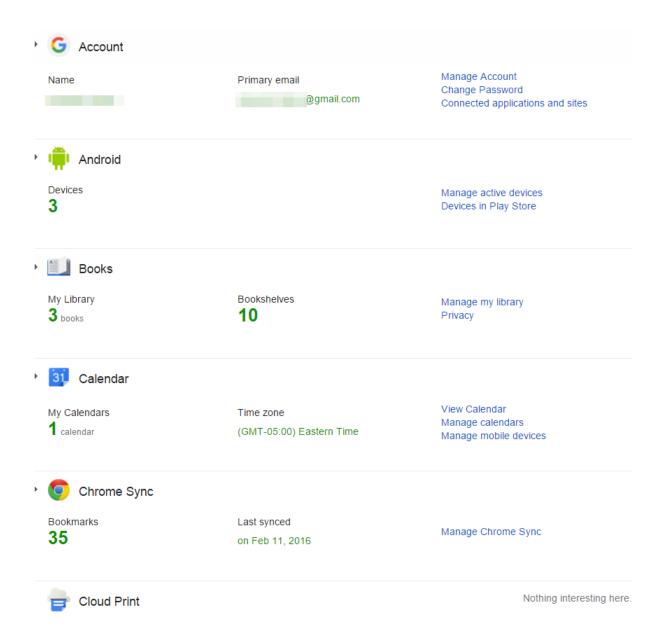
Return to "Personal info & privacy" and scroll down to "Review Activity"

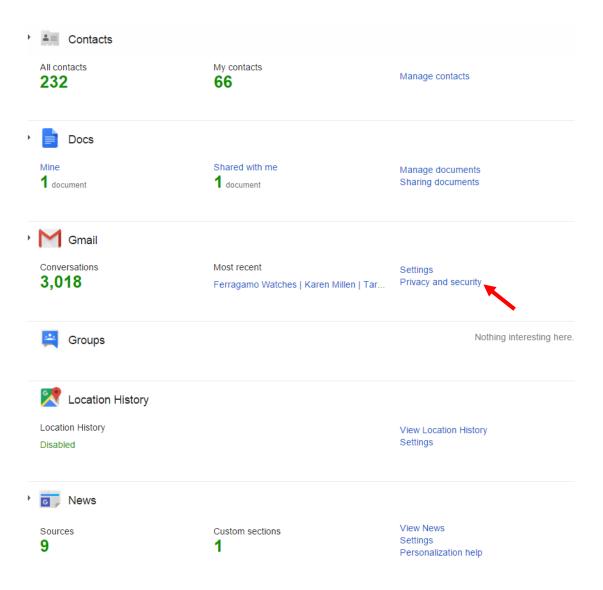


Go to My Activity": Here, you can review items you've searched for, read, or watched. These items can be deleted. \

<u>Timeline in Google Maps:</u> If your location history was previously on, this will show you a map of places you have been. These items can be deleted.

Google Dashboard: This will show you all activity, ranging from your app store to your emails.

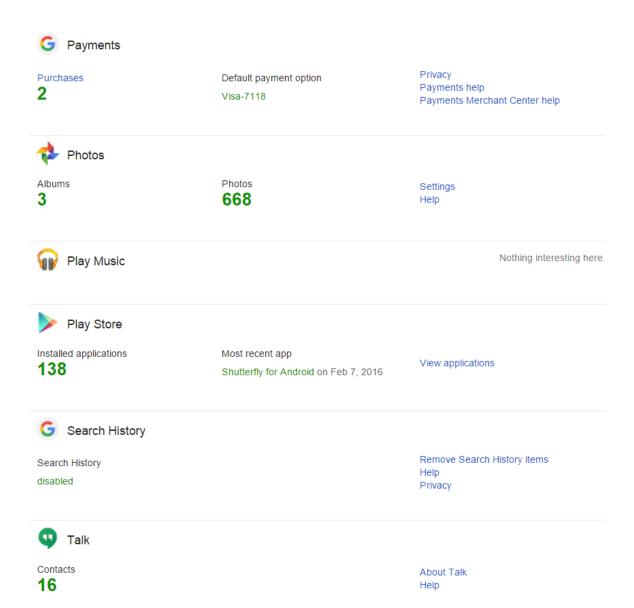


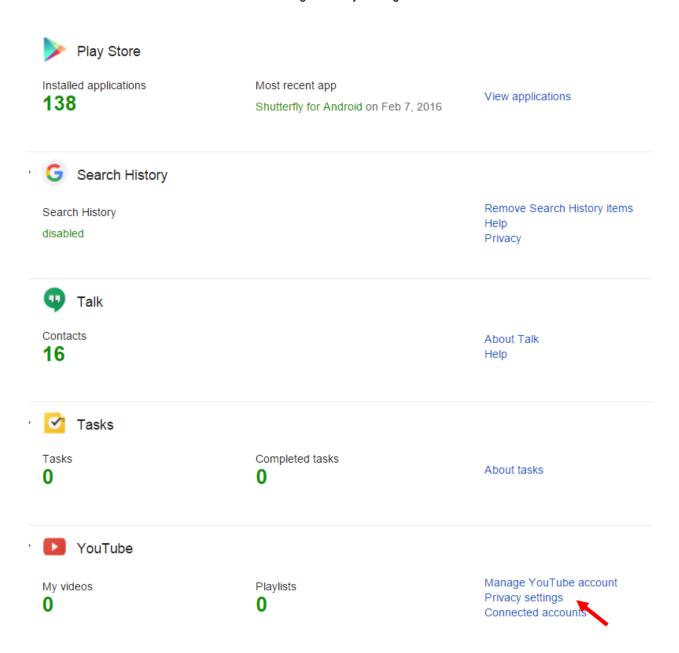


Scroll down to Gmail and select "Privacy and security"

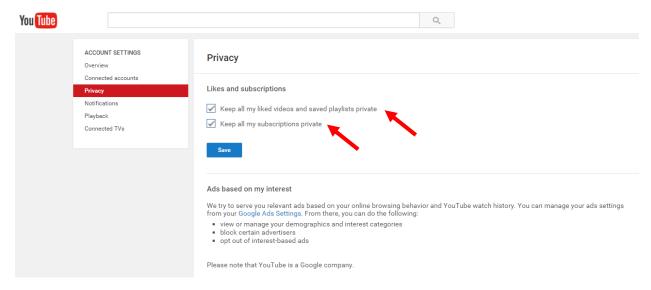
Security & privacy Gmail security tips Change or reset your Google Account password Safer links in Gmail Last account activity Authentication icon for verified senders How Gmail ads work Seeing a sender's IP address

This page will allow you to review the Gmail security checklist, review last account activity, change your password, and troubleshoot various issues.





Scroll down to YouTube and select "Privacy settings"



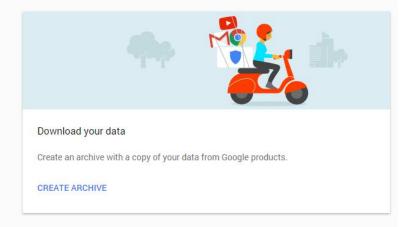
It is recommended that you turn on "Keep all my liked videos and saved playlists private" and "Keep all my subscriptions private". This will prevent others from being able to see videos and playlists you've liked and your subscriptions.



You are in control of the content in your Google Account, even if you stop using Google products or decide to delete your account altogether.

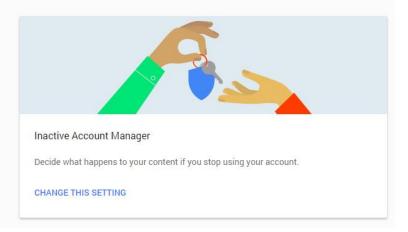
Copy or move your content

You can make a copy of the content in your account at any time, and use it for another service.

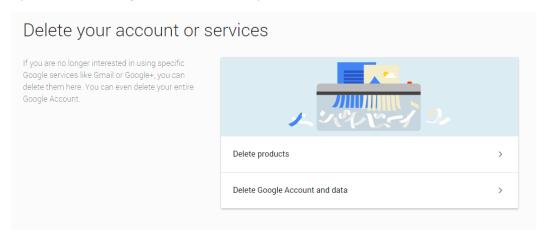


Assign an account trustee

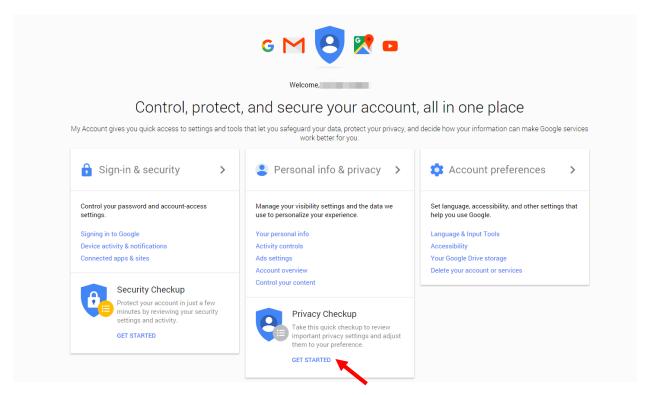
Approve a family member or friend to download some of your account content in the event it is left unattended for an amount of time you've specified.



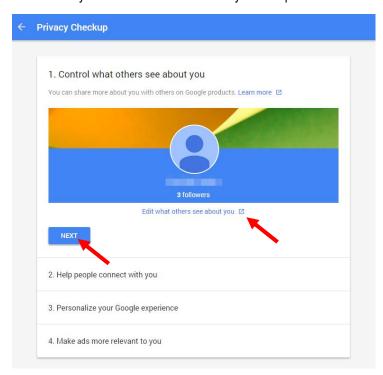
Return to "Privacy info & privacy" and scroll down to "Control your content". This will allow you to download your data if you wish and to assign an account trustee if you so wish.



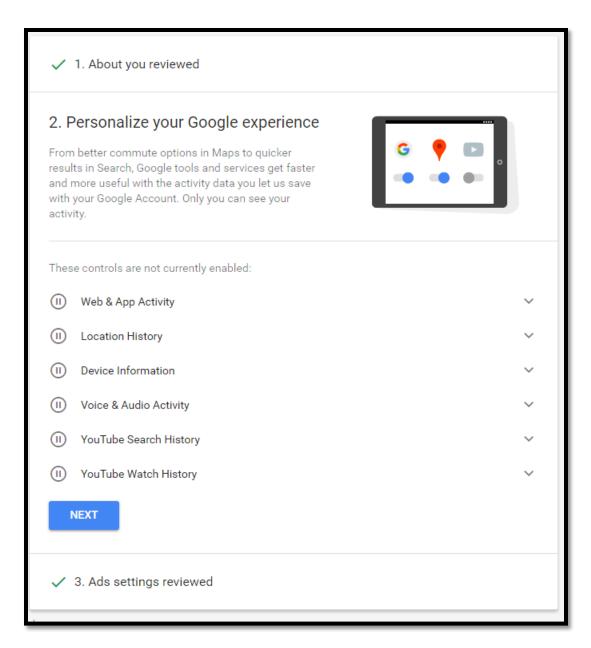
Scroll down to "Delete your account or services" under "Account Preferences". This will allow you to delete certain Google products.



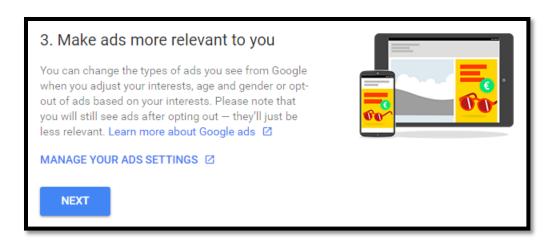
Return to "My Account" and select "Privacy Checkup"



If there is something you would like to remove from public view, select "edit what others see about you". If not, select "next".

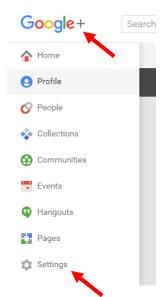


[&]quot;Personalize your Google experience" allows you to see what settings are paused and what settings are turned on.

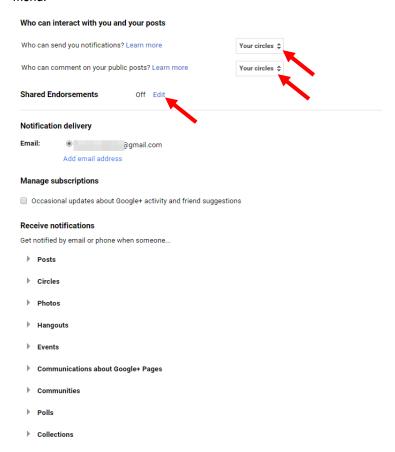


Manage Your Ad Settings will take you to the Google Ads menu.

Google+



After logging into your Google+ account, click "Google+" in the top left menu, then select "Settings" in the drop down menu.



It is recommended that you select "Your circles" for "Who can send you notifications" and "Who can comment on your public posts. Then select "Edit" next to "Shared Endorsements."

Shared Endorsements

Google makes it easy for you to get great recommendations from your friends. For example, when you visit the Google Play music store, you may see that a friend has +1'd a new album by your favorite artist. When you search for a restaurant, you may see an ad including a 5-star review by another friend.

We call these shared endorsements. Here's what you need to know:

- You're in control: Your content is only shared when you choose, and shared endorsements don't impact who can see your content or
 activity.
- To help your friends and others find cool stuff online, your activity (such as reviews, +1s, follows, shares, etc.) may be used along with
 your name and photo in commercial or other promotional contexts.
- When it comes to **shared endorsements in ads**, you can choose whether your name and photo may be used to help your friends find stuff you love (and avoid stuff you don't) you can control this with the setting at the bottom of this page.
- The name and photo shown in shared endorsements are the public profile name and photo you have chosen on Google+.

Here are a few examples of shared endorsements on Google. The "Summertime Spas" example below shows a shared endorsement displayed in an ad:



Setting: Shared Endorsements in Ads

This setting below allows you to limit the use of your name and photo in shared endorsements in ads. It applies only to actions that Google displays within ads; the "Summertime Spas" example above shows a shared endorsement appearing in an ad on Google Search. Changing this setting does not impact how your name and photo might look in a shared endorsement that is not in an ad — for example, when you share a music recommendation that is displayed in the Play Store. You can limit the visibility of activity outside of ads by deleting the activity or changing its visibility settings.

Based upon my activity, Google may show my name and profile photo in shared endorsements that appear in ads.

Save

It is recommended that you turn off "Based upon my activity, Google may show my name and profile photo in shared endorsements that appear in ads".

Manage other apps & activity You can control who sees your activity on Google+ and other apps you connect to. Manage Google+ activity Manage apps & +1's on posts Your circles When you share posts, photos, profile data, and other things with "Your circles," you're sharing with all of your circles, except the ones you're just following. Customize Accessibility Change the presentation of some pages to work better with screen readers and other assistive tools. Photos and Videos Show geo location by default on newly shared albums. You can change the setting per album. Learn more Allow viewers to download my photos and videos. 🗹 Don't feature my publicly-shared Google+ photos as background images on Google products & services. Learn more, Upload my photos at full size. Storage used: 1.42 GB (9.48%) of 15 GB. Buy more storage Turning on full size uploads will slow down your uploads. Show Drive photos and videos in your photo library Learn more Auto Awesome Create awesome new images, movies and stories from your photos and videos. Learn more

Return to "Settings" and scroll down to "Photos and Videos". It is recommended that you turn off "Show geo location by default on newly shared albums" and "Allow viewers to download my photos and videos. It is recommended that you turn on "Don't feature my publicly-shared Google+ photos as background images on Google products * services". It is recommended that you turn off "Show Drive photos and videos in your photo library" and "Create awesome new images, movies and stories from your photos and videos"

Profile
Show your Google+ communities posts on the Posts tab of your Google+ profile. Learn more
Show these profile tabs to visitors (they're always visible to you): Learn more

☐ YouTube / Videos

__+1

Photos

Reviews

Allow people to send you a message from your profile

Extended circles

Help others discover my profile in search results. Learn more

Unchecking this box prevents most search engines from indexing your profile. It does not prevent them from indexing any public posts or comments.

✓ Show how many times your profile and content have been viewed.

Location Settings

Location Sharing settings are now available through My Account.

Disable Google+

Delete your Google+ profile here.

It is recommended that you turn off "Show your Google+ communities posts on the Posts tab of your Google+ profile" as well as turning off "Photos", "YouTube/Videos", "+1", and "Reviews". It is recommended that you change "Allow people to send you a message from your profile" to either "My circles" or "Extended circles" and that you turn off "Help others discover my profile in search results."

If you have not done so already, you can turn off your location by selecting "My Account" under "Location Settings."

If you would like to delete your Google+ page, select "Delete your Google+ profile here" under "Disable Google+"